



IPAC Newsletter

New Orleans, LA 70114



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Director's Note

The last three months have been a period of transition for much of the IPAC and how we do business. We have transitioned away from Right Now Technology and dove deep into the working of Marine On Line (MOL) and its ePAR system. Needless to say, this transition has not been easy for us nor our customers but we are and will persevere. All individual PARs are now being accepted only if they come to the IPAC via MOL. Unit administrative needs can be submitted via the MFR CSC OMB at MFR_CSC@usmc.mil.

MCIRSA will soon have an OMB of their own and they will also be responsible for answering questions from the toll free number. These actions are being done so that both MCIRSA and the IPAC can better handle customer PARs and better facilitate communication and areas of responsibilities. In the end, MCIRSA will be the S-1 for all IRR and IMA Marines while the IPAC continues to remain responsible for all things related to pay and allowances, benefits, etc.

We are in the middle of the summer AT and PCS season so things within the IPAC have been very busy. As busy as we are, the IPAC Marines and civilian employees continue to train hard. We recently had 5 Marines achieve Brown and Black belts in MCMAP. We also sent Marines to the Intermediate Administrative Specialist Course where our Sgt Chaney graduate number one in the class.

We strive to make your customer service experience the best you have ever experienced! If we fall short of that please let us know. The OICs and command support of the IPAC are here to serve and assist you in any way possible.

Semper Fi and thank you for your patience and confidence.

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Customer Service Center Branch

WELCOME ABOARD!



Hail to our newest members to the CSC, Ms. Moore, Sgt Castellares, Sgt Williams and Cpl McDuffie! Farewell to Sgt Hoffner who is reassigned to the Command Deck. Congratulations to Sgt Caballero and his wife Kim on the newest addition to their family.

The CSC website, rightfax (504 697 8695) and email csc@marforres.usmc.mil are officially out of service. We are now full swing processing ePAR via MOL. Effective 1 July 2013 all PARs that are submitted via any former avenue will be return without action and instructions will be

provided. The current procedures are outlined in MARADMIN 313/13. Individual admin submissions are via MOL ePAR and unit admin submissions are via the CSC OMB mfr_csc@usmc.mil. If you have any issues with submitting via MOL you will need to contact the MOL help desk at mol.helpdesk@usmc.mil or telephone: (816) 394-7232 or DSN 465-5916 during regular business hours, 0730 to 1630 CST Monday-Friday. If submission are not made via the correct avenue, the PAR will be returned with instructions.

The DEERS/RAPIDS office

will continue to have resources available during the normal drill weekend periods from 0800-1200. Contact information is Ms Akasha Williams (504) 697- 8999.

Furlough has begun so please keep in mind that we have less than 60% staffed on Monday and Friday until 23 September.

OIC: Mrs. Patricia A. Huttinger

CSC Help Desk: 1-800-255-5082

Systems & Quality Assurance Branch

Line of Duty Care for

National Guard and

Reserve Members



Understanding TRICARE health care options for National Guard and Reserve members can be confusing as it varies based on their duty status. When a member suffers or aggravates an injury, illness or disease while in a qualifying duty status, they may be eligible to receive care at the government's expense.

When activated for more than 30 days, Guard and Reserve members are eligible for TRICARE Prime. If a Guard or Reserve member gets injured or aggravates an existing injury or illness as a direct result of his or her duties during a period of days. For care received from a civilian provider, the Military Medical Support Office (MMSO) reviews the LOD/NOE case.

For care received at a military hospital or clinic, the facility where care is received reviews the LOD/NOE case.

For emergency room visits, prior authorization is not needed. However, if the service member is admitted to a hospital or if additional care is needed, he or she must get authorization from the MMSO or the military hospital or clinic, preferably before admission, or as soon as possible after admission. For ongoing care, service members who live or work near a military hospital or clinic Prime Service Area should seek LOD/NOE care from that facility. For those who do not, the service member's command or medical unit requests an authorization for civilian medical care by submitting and LOD/NOE determination to the MMSO.

To continue receiving LOD/NOE care once the

period of activation ends, service members must stay in the Guard or Reserve, continue to need treatment, and care must be authorized. Guard and Reserve members should make sure their command or medical unit has a copy of the LOD/NOE document before being released from active service. Prescription medications must be paid for out-of-pocket, but members can file a claim for reimbursement.

Guard and Reserve members activated less than 30 days do not show as TRICARE-eligible in the Defense Eligibility Enrollment Reporting System (DEERS). Because of this, it is extremely important all paperwork and documentation is complete – like the LOD/NOE document and active service orders – when seeking treatment. For more information on LOD/NOE care or to download the TRICARE Treatment of Line of Duty Conditions Fact Sheet, please visit www.tricare.mil/LOD.

Systems & Quality Assurance Branch (cont')

CHANGE IN GI BILL TRANSFERABILITY

A MARADMIN is currently being drafted regarding the expiration of the 'transition provision' contained in the DoD policy governing obligated service requirements associated with transferring educational benefits earned under the Post-9/11 GI Bill. The 'transition provision', which was originally implemented under the previous Post-9/11 GI Bill policy, provides service members who were retirement eligible, or nearing retirement eligibility, on 1 August 2009 the opportunity to transfer their Post-9/11 GI Bill benefits without incurring the full four-year required service obligation. The obligated service requirements for individuals covered under the 'transition

provision' (i.e., those eligible for retirement before 1 August 2012) range from 0 to 3 years depending upon the individual's approved retirement or retirement eligibility date. Per DoDI 1341.13 and effective 1 August 2013, the 'transition provision' expires and subsequently ALL personnel requesting to transfer educational benefits earned under the Post-9/11 GI Bill on or after 1 August 2013 will be required to comply with the following:

- (1) Has at least 6 years of service in the Military Services (active duty or Selected Reserve), NOAA Corps, or PHS on the date of approval and agrees to serve 4 additional years in the Military Services, NOAA Corps, or PHS from the date of election.
- (2) Has at least 10 years of

service in the Military Services (active duty or Selected Reserve), NOAA Corps, or PHS on the date of approval, is precluded by either standard policy (Service or DoD) or statute from committing to 4 additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.

In general, the 'transition provision' contained in DoDI 1341.13 applies to 'senior' members (both officers and enlisted) of your organizations who were retirement eligible on or before 1 August 2012 (i.e., those with an AFADBD on or before 19920730). Assuming they have not done so already, personnel falling into this category who desire to transfer their benefits under the 'transition provision' must submit their requests prior to 1 August 2013.

Please see MARADMINs 421/09 and 428/11 for specific details regarding the process for requesting to transfer Post-9/11 GI Bill benefits; enlisted Marines should immediately consult their CRS.

Selected Reserve Branch

SelRes would like to start off by recognizing and expressing gratitude to the SMC, IMA, and MTU communities. We have gotten through Annual Training (AT) season with ease due to your remarkable support during this period. We want to thank the MSC's for including our administrators in their annual training exercises as well.

4th Marine Air Wing, 4th Marine Division and Intel Support Battalion gave the IPAC Administrators an opportunity to attend their AT period at various locations, to include; Miramar, Quantico and 29 Palms. The cross-training and support across the board is what makes our SELRES section operate and function gracefully and continuously. A continued effort on everyone's part remains CRITICAL in our New Join, Annual Training, and Pre Deployment Audit process. Per Chapter 12 of the MCTFS PRIUM they are a requirement. We are asking for your assistance in ensuring all members are completing and returning the Audits to SelRes in a timely manner.

FAREWELL!

This quarter we lost a few good marines, Cpl Swanner departed in June and Cpl Ruiz will be departing in August to the Civilian life. Cpl Kaser moved over to the Customer Service Center and GySgt Huerta will be moving to the Manpower G-1 section once he returns from the Career Course in August.

CONGRATULATIONS!

We would like to recognize Sgt Velazquez on his recent completion of Intermediate Administration Specialty Course. He represented the IPAC SELRES in an outstanding manner by evidence of his Meritorious Mast he received by serving as Class Leader IASC 4-13.

WELCOME ABOARD!

We would like to say welcome to the SELRES family to Mr. Edinburgh, PFC Kaiser, PFC Bonifacio, PFC Cotton, LCpl Smith, Sgt Tello and MSgt Rodriguez.



Individual Ready Reserve Branch



Greetings from the IRR Branch. We are still not seeing a decrease in improper drops to the IRR. MCTFS PRUIM Chapter 10, para. 100501 provides guidance in reporting drops correctly. If a unit is attempting to correct an improper drop via MISSO, and MISSO 16/17 requires an ECCO be submitted, please be advised that the Marine will need the New Join Worksheet, DD Form 4, TFRS RELM, all DD 214/215s, PEBD calculations worksheet and a request that contains the Marine's personal information. MISSO 16/17 will not process the inter-service transfer to the IRR without all of the paperwork listed.

Due to some personnel shifts within in the IRR Branch, we have decided to separate the Branch into two sections to

better serve our customers. The joins/separation section will process all joins, drops, and transfers from the IRR. In addition, the joins/separations section will process all new join audits and CRCRs.

The Maintenance section of the IRR Branch will be overall responsible for the maintenance of the records to include Incremental in process payments (IPPs), record requests, and reporting promotion information.

For IRR assistance, please submit individual requests to the Customer Service Center via Marine Online EPAR. For unit requests please submit to the Customer Service Center at mfr_csc@usmc.mil or call 800.225.5082.

The IRR Branch would like to say best wishes to Mrs. Celia Miles whom transferred to another agency, Mr. Michael Shepherd was reassigned to the Customer Service Center, Mr. Olin Lott reassigned to the Active Duty Joins Section, and Mr. Derek Edinburgh reassigned to the Selected Reserve Section.

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Active Duty Maintenance branch

216/13 GOVERNMENT TRAVEL CHARGE CARD (GTCC) SPLIT DISBURSEMENT AND TRAVEL VOUCHER PAYMENT REQUIREMENTS

Requires all travelers to use GTCC to the maximum extent possible for travel related expenses. Additionally, requests travelers to minimize the use of cash advances from the card to only necessary expenses not supported by the use of the GTCC.

Travelers will have mandatory split disbursement for the appropriate amount to satisfy the current balance of all undisputed charges on their GTCC. This requires manually adjusting the DTS

defaults on the "Payment Totals" screen to account for the appropriate portion of the meals and incidentals entitlement and authorized reimbursable expenses that shall be split. Remarks are then required on DTS vouchers in the split disbursement preaudit flag indicating the traveler is aware of their GTCC balance and that their split disbursement will cover all undisputed charges resulting from the applicable travel authorization.

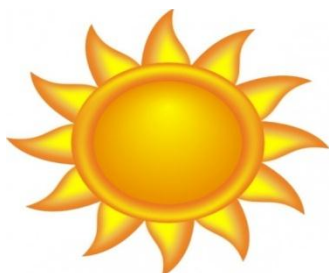
270/13 FY14 ACTIVE RESERVE DRILL INSTRUCTOR SCREENING

Announces eligibility requirements for Sergeants and Staff Sergeants to apply for Drill Instructor duty.

Packages must be submitted through their Career Planners and the deadline to have them to HQMC (RAM SDA) is 30 August 2013.

330/13 VOLUNTARY ENLISTED EARLY RELEASE PROGRAM

Announces any Active Duty Marine may be released up 365 days prior to their EAS in FY13 or FY14 (1 October 2012 to 30 September 2014).



Active Duty Maintenance branch (cont')

Family Care Plan

If you have dependents please see you administrative chief soonest to complete a Family Care Plan (FCP). This is a new requirement direct by HQMC. The deadline to have them reported into Marine Corp Total Force System was 1 June 2013. For details concerning the FCP please refer to MCO 1740.13C

Congratulations

We'd like to congratulate the following personnel on their accomplishments:

Staff Sergeant Alice F. Ramos
Advanced Administrative Specialist Course -13

Sergeant Ginger Chaney
Administrative Specialist Course 4-13

Corporal John R. Stradford
Corporal Course 47-13

Welcome

A warm welcome goes out to the following personnel for joining the Active Duty Branch:

Inbound

Mr. Olin Lott

Outbound

Corporal Rodgrick D. Cotalosongco

Maintenance

Gunnery Sergeant Damien M. Harvey

Maintenance

Mr. Charles A. Franklin Jr.

Maintenance

Private First Class Kylie M. Hembree

Semper Fidelis
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Deployment Section

Greetings from New Orleans, the summer is upon us. This season brings great times, excellent training and camaraderie. We see our reserve brethren come aboard for their annual training period and stand side by side in our ranks. From my perspective this year's AT season has been a successful one, we have seen excellent preparation by order writers across the force which is resulting in more efficient processing, and Marines getting to where they need to be.

Now is not the time to relax and catch your breath, this fourth quarter is going to be just as busy as the third was. Many of us have by now issued orders and seen our units go out, do great things for the Marine Corps and come home safely. This is the time we administrators shine, getting these warriors paid.

Each set of orders issued should have with it a corresponding travel claim, in-progress payments, and personnel tempo

transactions. I implore each of you to take the time to properly review the travel claims prior to submission for payment. Doing so will speed up the process significantly. In the box to the right is a list of the top five errors we find on travel claims. In the near future we will instituting policy requiring the OpSponsors to sign the DD Form 1351-2 as reviewers in block 20.c in an effort to improve the efficiency of payments.

Top five common travel claim errors:

- 1. Missing reporting/detachment endorsement.**
- 2. Receiving endorsement not signed/filled out.**
- 3. Documents are not eligible.**
- 4. Receipt is not valid (states will be settled)**
- 5. Claim not signed.**

Deployment Section (cont')



If you are in the New Orleans area, hurricane season is upon us, and if you are anywhere else in the United States I encourage you to take notice also as disasters can happen anywhere at any time. Please take the time to familiarize yourself with Chapter 6 of the Joint Federal Travel Regulation now before you need it. When a storm is bearing down is not the time to try to prepare.

The Corporate City Limits rule covered in paragraph U7150 of the Joint Federal Travel Regulation continues to be of concern. We have noticed the procedural changes put in place by your order writers to make this correction a standard business practice starting to fade. Several sets of orders were written incorrectly. We are contacting the order writers to modify to allow us to properly settle travel claims. The rule of thumb to follow to ensure you are meeting the criteria is this, if the member commutes to their residence daily, and the city listed in his or her address is not the same as the city listed in the unit address, we must pay the member mileage for one round trip. In order to make the payment the

allowance must be authorized in the orders. I encourage each of the order writers to review the reference thoroughly and make the necessary adjustments to future submissions. This will prevent delays in getting our Marines to their appointed places of duty.

I encourage each of you to follow several key pointers in submitting orders. First, ensure you are practicing fiscal prudence when generating orders. Ensure you are familiar with the regulations pertaining to the duty you are requesting, UPDATE MCTFS, submit waiver requests early, include justification within MROWS (we don't read minds), submit orders early to allow for corrections as required. We require requests for orders be completed utilizing a NAVMC 11350. It must be completely filled out to include all signatures. We must receive this form in our office via CSC no later than 10 working days prior to your departure date. This allows for meeting

other agency deadlines in setting up your travel. If you have any questions we have an orders writing section consisting of Sgt Steve Nothem, Cpl Karen Meza and LCpl Gracy Trevino who are listed in the Global Address List or you can reach a deployments Marine at the duty phone number Comm: (504)913-1009.

In typical Deployments fashion I would like to take the time out to recognize the achievements of our own. Lance Corporal Herrarte was issued a Letter of Appreciation for providing exceptional customer service and also provided on-site admin support to 4th Marine Division at their AT held at 29 Palms CA. LCpl Brooks is currently doing the same for Intel Support Battalion at Quantico VA.

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